



Two Centennial Plaza, Suite 800  
805 Central Avenue  
Cincinnati, Ohio 45202

*An Equal Opportunity Employer*

## Part-time and/or summer employment application

Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Telephone (Other) \_\_\_\_\_

Emergency contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Have you ever worked for the Cincinnati Recreation Commission? Yes \_\_\_\_ No \_\_\_\_ When \_\_\_\_\_

Do you currently work for the City of Cincinnati? Yes \_\_\_\_ No \_\_\_\_ Which department? \_\_\_\_\_

What date are you available to work? \_\_\_\_\_

What time/hours are you available to work? \_\_\_\_\_

### Job Title applied for:

Recreation Program Leader  
Recreation Specialist  
Municipal Worker

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### Recreation Program applied for:

Maintenance  
Day Camps  
Therapeutic Recreation  
Sawyer Point  
Lunken Playfield  
Other

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### Highest level of Education

Less than High School	<input type="checkbox"/>
High School graduate/GED	<input type="checkbox"/>
College	<input type="checkbox"/>
Other	<input type="checkbox"/>

Please check box or boxes on the left that  
pertain to your education.

Are you 18 years of age or older? Yes \_\_\_\_ No \_\_\_\_

Do you have a current, valid Driver's License? Yes \_\_\_\_ No \_\_\_\_

Do you have any other current Certificates or Licenses? Yes \_\_\_\_ No \_\_\_\_ If so, please list them below.

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### Paid Experience

Start with your most recent job. Describe your job duties. Emphasize work that qualifies you for the position for which you are applying. Include military service. If the following space is not sufficient, attach an additional sheet.

Date employed:	From: Mo. & Yr.	To: Mo. & Yr.	Job description:
Name of employer:			
Address:			
City, State:			
Job Title:			
Supervisor:			
Salary Weekly:	Reason for leaving (if discharged, explain fully):		

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Date employed:	From: Mo. & Yr.	To: Mo. & Yr.	Job description:
Name of employer:			
Address:			
City, State:			
Job Title:			
Supervisor:			
Salary Weekly:	Reason for leaving (if discharged, explain fully):		

### Volunteer Experience

Describe volunteer activities that qualify you for the position for which you are applying. If the following space is not sufficient, attach an additional sheet.

Name of organization:		From: Mo. & Yr.	To: Mo. & Yr.
Address:		Job description:	
City, State:			
Job Title:			
Supervisor:			

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Name of organization:		From: Mo. & Yr.	To: Mo. & Yr.
Address:		Job description:	
City, State:			
Job Title:			
Supervisor:			

### References

List below **two or three** names of people who are not related to you and who can vouch for your character, ability and experience. Those who know your work experience are preferred.

Name:	Type of business or name of employer:	Address:	Phone number:

**SIGNATURE:**

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# Cincinnati Recreation Commission

## CONVICTION POLICY

The Cincinnati Recreation Commission's policy is that applicants for part-time, seasonal, new full-time and volunteer positions may have no convictions of sexual crimes (at any time), no convictions of crimes of violence, no convictions for domestic violence – knowingly causing the victim harm, within the last five years, no drug-related convictions within the past five years, and no felonies within the last five years. Further, an employment or volunteer application will not be considered from a person who has any criminal convictions which are deemed to be of such a nature as to cause damage to the effectiveness of the Cincinnati Recreation Commission.

## QUESTIONNAIRE

1. Do you have a conviction for a sex-related charge? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Do you have a conviction for a drug-related charge within the last 5 years?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Do you have a conviction for domestic violence—knowingly causing the victim harm or for a violence-related charge within the last 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Do you have a conviction for a felony within the last 5 years? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Do you have any convictions? Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that any acceptance as an employee/volunteer of the Cincinnati Recreation Commission is contingent upon my meeting the conviction record standards set by the Cincinnati Recreation Commission. If I do not meet those standards, I understand that Cincinnati Recreation Commission will terminate my employment.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_